

**RECRUITMENT NOTICE**  
**UNITED STATES ENVIRONMENTAL PROTECTION AGENCY**  
**KANSAS CITY, KANSAS**

Our Mission:  
"To protect human health and the environment"

**OPEN DATE:** April 14, 2008

**CLOSING DATE:** April 14, 2008

**RECRUITMENT LOCATION:** EPA Regional Office, 901 North 5<sup>th</sup> Street,  
Kansas City, Kansas

**RECRUITMENT FAIR OPEN:** 1:00 p.m. – 6:00 p.m.

The Environmental Protection Agency is a professional organization with responsibility for preventing and/or mitigating health and environmental hazards. We are looking for a few students in a number of college majors who are interested in working for a progressive agency with positions that have built-in growth opportunities. You will serve in a lead or advisory role in planning for and addressing air, water and hazardous waste issues in the four-state region of Kansas, Missouri, Iowa and Nebraska. Students who are graduating in May through December 2008 are encouraged to apply for one of these positions. You will receive a job offer now and will begin employment after you graduate.

**HOW TO APPLY:**

Applications will ONLY be accepted from applicants from 1:00 p.m. – 6:00 p.m. on the day of the Recruitment Fair, Monday, April 14, 2008.

Provide (1) a copy of your resume; (2) a copy of your unofficial transcripts or list of courses that address the minimum qualifications for the position; (3) DD-214 to support eligibility for veteran's preference; and (4) a completed Applicant Employment Interest Form (attached)

U.S. Citizenship is required.

Applicants who have current relatives (mother, father, brother, sister, aunt, uncle, grandparents) who work for EPA Region 7, are not eligible for this non-competitive hiring opportunity.

**ABOUT THE FEDERAL CAREER INTERN PROGRAM:**

On July 6, 2000, the President signed Executive Order (EO) 13162 authorizing the establishment of the Federal Career Intern Program. The purpose of the program is to assist agencies in recruiting and attracting exceptional men and women who have a variety of experience, academic disciplines, or competencies necessary for the effective analysis and execution of public programs.

If selected into the program, you will receive an excepted service appointment (Schedule B) not to exceed two years. You may be hired at grades GS-5, GS-7 or GS-9 depending upon your qualifications. The Intern Program includes a two-year training component designed and

approved by EPA. Once you successfully complete the program and demonstrate suitability for the work, you will be eligible for noncompetitive conversion to career or career-conditional (permanent) appointment in the federal competitive service.

### **APPLICANT CHARACTERISTICS:**

To assist the agency in our environmental program, EPA is seeking graduates from bachelors and/or masters programs in the following academic majors, including, but not limited to:

**CIVIL, CHEMICAL AND NUCLEAR ENGINEERING  
PHYSICAL SCIENCE MAJORS  
BIOLOGY OR LIFE SCIENCE MAJORS  
BUSINESS MAJORS  
JOURNALISM**

In addition, applicants should be able to demonstrate the following:

Academic achievement  
Leadership potential and teamwork skills  
Good citizenship and commitment to a career in public service  
Interest in environmental issues  
Solid written and verbal communication skills

### **JOB DESCRIPTION:**

Successful candidates will serve as a professional in the Kansas City Regional Office with responsibility for preventing and/or mitigating health and environmental hazards. Positions may be available in the following program areas:

Air and Waste Management Division  
Superfund Division  
Water, Wetlands and Pesticides Division  
Office of Policy and Management  
Environmental Services Division  
Office of Public Affairs  
Enforcement Coordination Office

### **CONDITIONS OF EMPLOYMENT:**

Positions may be subject to some or all of the following requirements depending on the type of position into which the applicant is hired.

#### **All Positions Require:**

- Complete a "Declaration of Federal Employment" (OF-306) prior to being appointed to determine suitability for Federal employment, to authorize a background investigation, and certify the accuracy of all the information in your application. If you make a false

statement in any part of your application, you may not be hired, you may be fired after you begin work, or you may be fined or jailed.

- Successfully pass a (full field or limited) background investigation
- Male applicants born after December 31, 1959, who are required to register with the Military Selective Service Act, must be registered or they are not eligible for appointment in the Agency.
- Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States. This employer will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS) with information from each new employee's Employment Eligibility Verification (Form I-9) to confirm work authorization. **IMPORTANT:** If the Government cannot confirm that you are authorized to work, this employer is required to provide you written instructions and an opportunity to contact SSA and/or DHS before taking adverse action against you, including terminating your employment. Employers may not use E-Verify to pre-screen job applicants or to re-verify current employees, and may not limit or influence the choice of documents presented for use on the Form I-9. In order to determine whether Form I-9 documentation is valid, this employer uses E-Verify photo screening tool to match the photograph appearing on some permanent resident and employment authorization cards with the official U.S. Citizenship and Immigration Services (USCIS) photograph. If you believe that your employer has violated its responsibilities under this program or has discriminated against you during the verification process based upon your national origin or citizenship status, please call the Office of Special Counsel at 1-800-255-7688 (TDD: 1-800-237-2515).

### **Some Positions Also Require:**

- Random drug testing. Positions may require incumbent to undergo periodic random drug testing in accordance with Executive Order 12564, dated September 14, 1986.
- A high-level security clearance. Failure to qualify may be grounds for removal from the position and/or Federal Service.
- Inclusion in a medical monitoring program.
- Ability to properly wear and use a respirator.
- Travel of more than 10 days a month.
- Financial Disclosure filing upon assuming the position, annually and upon termination of employment.
- Work performance at U.S. Department of Labor (DOL) physical demand level (PDL) classification of "medium" to "heavy" work, occasional (0-33% of the workday) lifting of 50-100 pounds or frequent (34-66% of the workday) lifting of 25-50 pounds.

### **EMPLOYMENT INFORMATION:**

As an EPA employee, interns enjoy a comprehensive Federal compensation package that includes health and life insurance, Federal retirement program, sick and annual leave, and a Thrift Savings Plan (Federal 401k plan). Quality of Work Life Programs include Career and Personal Development, Flexible Work Hours, Alternative Work Schedules, fitness center, transit subsidy, and tuition assistance for continuing education.

- Starting salaries range from \$29,726 to \$58,557. (Engineering positions are subject to a special pay rate of a starting salary of \$34,139 to \$63,681.)
- Positions lead to the full performance level of GS-12 (\$65,315 to \$84,913) OR GS-13 (\$77,670 to \$100,976) depending on the position into which the applicant is selected.
- Limited relocation expenses may be approved on a case-by-case basis.
- Student Loan Payment Reimbursement may be approved on a case-by-case basis.
- Recruitment Bonus may be approved on a case-by-case basis.

## **EDUCATION AND QUALIFICATION REQUIREMENTS:**

### **Education Requirements:**

Applicants must meet the basic educational requirements for the position(s) they are applying to before beginning employment. Links to position specific educational requirements are listed below.

#### **Engineering (GS-800 series):**

<http://www.opm.gov/qualifications/SEC-IV/B/GS0800/0800.HTM>

#### **Physical Science (GS-1300 series):**

<http://www.opm.gov/qualifications/SEC-IV/B/GS1300/1301.HTM>

#### **Biology/Life Sciences (GS-400 series):**

<http://www.opm.gov/qualifications/SEC-IV/B/GS0400/0401.HTM>

**Business/Journalism Majors:** No specific course work required

Education completed in colleges or universities outside the United States may be used to meet the above requirements. You must provide acceptable documentation that the foreign education is comparable to that received in an accredited educational institution in the United States. For more information on how foreign education is evaluated, visit:

<http://www.ed.gov/about/offices/list/ous/international/usnei/us/edlite-visitus-forrecog.html>

### **Qualification Requirements:**

**GS-5 grade level:** Completion of a full four-year course of study in an accredited college or university leading to a bachelor's degree.

**GS-7 grade level:** One full academic year of graduate-level education in an appropriate field; or Superior Academic Achievement (see definition below).

**GS-9 grade level:** Two years of progressively higher-level graduate education leading to a master's degree or equivalent graduate degree in a related discipline or 52 weeks of specialized experience equivalent to the GS-7 (next lower grade level).

### **Superior Academic Achievement:**

(1) A standing in the upper third of your class or major subdivision at the time you apply;

- (2) A grade average of “B” (3.0 of a possible 4.0) or its equivalent for all courses completed at the time of application or during the last two years of your undergraduate curriculum;
- (3) A grade average of B+ (3.5 of a possible 4.0) or its equivalent for all courses completed in a qualifying major field of study at the time of application or during the last two years of your undergraduate study;
- (4) Election to membership in one of the national honorary societies (other than freshman societies) that meet the requirements of the Association of College Honor Societies.

**For additional information on basic qualifications, visit the links below:**

Engineering (GS-800), Physical Science (GS-1300), Biology/Life Sciences (GS-400)

<http://www.opm.gov/qualifications/SEC-IV/A/GS-PROF.asp>

Business Majors/Journalism (GS-1101, GS-028, GS-343, GS-501, 1035)

<http://www.opm.gov/qualifications/sec-IV/A/gs-admin.asp>

### **HOW TO APPLY:**

Provide (1) a copy of your resume on the specific day(s) of the recruitment fair (a sample template is attached below, or your resume should include all of the required information); (2) a copy of your college transcript or list of courses that address the minimum qualifications for the position; (3) **Applicants who may be eligible for veteran's preference are encouraged to apply and should provide the required documentation (DD-214, SF-15, etc.) to support eligibility for preference;** AND (4) a completed Applicant Employment Interest Form (attached below).

Mark your resume, transcripts and any other supporting documentation with your name and social security number.

### **ADDITIONAL INFORMATION:**

For more information about the EPA Federal Career Intern Program or this Recruitment Notice, please call Colleen Wilson at (913) 551-7272 (e-mail: [wilson.colleen@epa.gov](mailto:wilson.colleen@epa.gov)), Tina Palmerin at (913) 551-7572 (e-mail: [palmerin.tina@epa.gov](mailto:palmerin.tina@epa.gov)) or Keyshawn Lugrand at (913) 551-7550 (e-mail: [lugrand.keyshawn@epa.gov](mailto:lugrand.keyshawn@epa.gov)).

U.S. Environmental Protection Agency, Region 7  
Human Resources and Organizational Development Branch  
Human Resources Team  
901 North 5th Street  
Kansas City, Kansas 66101

All applicants for Federal employment receive consideration without regard to race, religion, color, national origin, sex, political affiliation, age (with authorized exceptions), sexual orientation or any other non-meritorious factors.

**FEDERAL CAREER INTERN PROGRAM (FCIP)**  
**Frequently Asked Questions**

***Questions and Answers for Applicants***

1. **Q.** How do I apply for a FCIP position?

**A.** On the day of the recruitment event, bring your resume, a copy of your transcript OR a listing of your college courses that meet the qualification requirement listed in the notice, and if you are eligible for veteran's preference, bring documentation (DD-214, etc.) to support your eligibility for preference to the designated recruitment table. Interviews may or may not be offered at the time of application.

2. **Q.** I want to start working as soon as I get my college degree. If I apply for a FCIP position now and am selected, can EPA offer me the job but delay the start time until I graduate in six months?

**A.** You may apply for the FCIP position and receive a tentative offer of employment up to nine months before you graduate.

3. **Q.** I am not a U.S. citizen. Can I be hired as a Federal Career Intern?

**A.** EPA may only hire U.S. Citizens. (Refer to: <http://www.usajobs.gov/EI9.asp>).

4. **Q.** What benefits will I receive as a Federal Career Intern?

**A.** EPA Region 7 offers family-friendly, work life quality options, e.g., flexible work schedules, fitness center, and career and personal development (<http://www.epa.gov/careers/benefits.html>). Other benefits include leave, retirement programs ([www.opm.gov/retire/](http://www.opm.gov/retire/)), health benefits, group life insurance and long term care insurance programs ([www.opm.gov/insure/](http://www.opm.gov/insure/)), and transit subsidy.

5. **Q.** What is the highest grade to which I can be promoted?

**A.** Depending on the position selected into, the full performance level of your position may be the GS-12 or GS-13 level.

6. **Q.** When can I be promoted?

**A.** Promotion to the next grade level requires successful completion of training assignments under the Training Plan and the demonstrated ability to perform at the next level as certified by your supervisor. You also must meet the OPM qualification standards for your occupational series as well as time in grade. However, FCIP provisions do not confer entitlement to promotion.

7. **Q.** I just received my degree. Why do I need to go through two more years of training?

**A.** The FCIP requires agencies to provide interns with formal training and development opportunities to acquire the appropriate agency-identified competencies for conversion. In EPA, these will be documented in a written Individual Training Plan (ITP) that identifies core developmental activities/training as well as activities customized to meet your needs.

**8. Q.** What is my role in preparing my ITP (Individual Training Plan)?

**A.** You will work with your supervisor to customize your plan beyond the core development activities/training to acquire competencies specific to your position. The Training Officer (or his/her designee) may assist you and your supervisor. Additionally, you might want to consult with a mentor, if assigned.

**9. Q.** Who approves my ITP?

**A.** Your supervisor is the approving official for the ITP.

**10. Q.** Once the ITP is approved, can it be changed?

**A.** Yes. Since the Individual Training Plan serves as a planning document, it should be reviewed periodically and revised as appropriate. The ITP will contain a statement designating when reviews will occur as well as whom (e.g., supervisor, intern, mentor, training officer, etc.) will be involved in the reviews.

**11. Q.** If I successfully complete the FCIP, will I automatically be converted to the competitive service?

**A.** You are eligible for, but not entitled to, noncompetitive conversion to a permanent career or career-conditional appointment if you successfully complete the FCIP and, at the time of conversion, you meet all citizenship, qualifications and suitability requirements. If your supervisor decides to convert you to the competitive service, then he or she must take certain actions as detailed in the FCIP policy. If these actions are not taken, then your FCIP appointment will expire and you will no longer have a job at EPA.

**13. Q.** What happens if I fail to complete the program?

**A.** If you did not hold a career or career-conditional appointment in EPA immediately before entering the FCIP, and you fail to complete the FCIP, then you will not be converted to the competitive service when the FCIP appointment expires and will no longer have a job at EPA.

**14. Q.** What happens if I need more than two years to complete the program?

**A.** EPA may extend an internship for up to an additional 120 days to cover rare or unusual circumstances beyond your (or the organization's ) control that would prevent completion of the program requirements within the two year period. However, failure to complete specific training within the time frame due to your performance or conduct is not reason for extension. EPA also may request OPM approval to extend an internship for up to one additional year beyond the authorized two years. Such an extension might be requested if, for example, you transfer to

another agency without a break in service and additional training is required to make sure that you meet the Career Intern Program requirements.

15. **Q.** To what grade level(s) can interns be appointed?

**A.** Initial intern appointments can be made to positions at the GS-5, GS-7 or GS-9 level depending on the education and experience of the candidate.



## **RESUME TEMPLATE**

### **RESUME FOR:**

#### **Social Security Number:**

**U.S. Citizenship** [ yes]    [no] If no, of what country are you currently a citizen?

Do you plan to apply for U.S. Citizenship?

#### **Permanent Address:**

#### **Telephone Number (evening):**

#### **Telephone Number (day):**

**OBJECTIVE:**        (e.g. to obtain a federal career intern position)

#### **EDUCATION/TRAINING:**

- Diploma, from \_\_\_\_\_ High School, City, State, (year)
- B.S. in \_\_\_\_\_, from Name of College, City, State (year)  
Major in \_\_\_\_\_, minor in \_\_\_\_\_, \_\_ semester hours  
(Transcript or a list of college courses attached)
- If you have not graduated, date of expected graduation: \_\_\_\_\_
- **LIST** YOUR TRAINING  
(Course name, from who, year)

**WORK EXPERIENCE** - list all relevant positions held in the following format

Job Title (if federal, includes series and grade)

From: (Month/Year)    To: (Month/Year)

Salary: \$

Hours worked per week:

Employer's Name and Address:

Supervisor's Name:

Supervisor's Phone Number:

Describe your duties and accomplishments:

#### **OTHER QUALIFICATIONS:**

Job-related skills (other languages, computer software/hardware, tools, machinery, typing speed, etc.)

Job-related certificates and licenses (current only)

Job-related honors, awards and special accomplishments (publications, memberships in professional/honor societies, leadership activities, public speaking, and awards) - Give dates and brief description.

**APPLICANT EMPLOYMENT INTEREST FORM**  
**EPA HIRING FAIR - APRIL 14, 2008**

APPLICANT NAME: \_\_\_\_\_

APPLICANT ADDRESS: \_\_\_\_\_

TELEPHONE NUMBER(S): \_\_\_\_\_

Best Time to Reach you: \_\_\_\_\_

SCHOOL(S): \_\_\_\_\_

Undergraduate Degree(s): \_\_\_\_\_ Year \_\_\_\_\_

(i.e. B.S. in Chemistry) Overall GPA: \_\_\_\_\_

Graduate Degree: \_\_\_\_\_ Year \_\_\_\_\_

If you have not graduated, expected date of graduation: \_\_\_\_\_

Availability for Employment: \_\_\_\_\_

Do you have a relative that works for EPA Region 7, Kansas City? \_\_\_\_\_ If so, what is the relationship? \_\_\_\_\_

Are you a U.S. Citizen? \_\_\_\_\_ If no, when do you expect your citizenship to be conferred?  
\_\_\_\_\_

Relevant Employment History: (include dates of employment/salary - you can attach your history or use the back of this form)

Extracurricular Activities: \_\_\_\_\_

What is your area(s) of interest in working at EPA and why?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Human Resources Office Use Only*

*Date received:* \_\_\_\_\_

Tentative Determination

FCIP \_\_\_\_\_

☐ GS-5 ☐ GS-7 ☐ GS-9

Eligible for Veteran's Preference

☐ YES ☐ NO

OTHER HIRING AUTHORITIES:

Received:

☐ Resume

☐ Transcript(s)

☐ DD-214

☐ Compensable Disabled Forms

☐ Vocational Rehabilitation Forms

FCIP ELIGIBILITY

☐ Undergraduate Degree: \_\_\_\_\_

Major: \_\_\_\_\_

☐ Graduate Degree: \_\_\_\_\_

Area: \_\_\_\_\_

OTHER INFORMATION:

Work History

Citizenship: Y N

Relative Working for Region 7: Y N

HR Specialist

Date